



Quick Sheet: Welcome to the OLDC System

Audience: Grantees

Introduction

Online Data Collection (OLDC) is a convenient, easy method for submitting grant forms. Grantees can use the Internet to manage report information through OLDC. They may enter and retrieve information pertinent to their grants through electronic forms that closely resemble the paper forms.

Getting Started

Once you receive your user ID and password to Secure Sign-In (the secure web portal for accessing OLDC); enter the following web address in the Address line at the top of an Internet Browser window:

<https://extranet.acf.hhs.gov/ssi>

The first time you log into Secure Sign-In, you are asked to change your password for security purposes. You must also enter a Challenge Question and Answer. The Challenge Question was established so that if you forget your password, you may click the **Forgot Login Info?** link which allows you to answer your own question and have a new password automatically sent to your e-mail. You may choose from one of several common questions such as “What is your favorite movie?”

Once you login with your new user ID and password, click the **OLDC** button to open the OLDC window. For quicker access, add this site to the browser’s Bookmarks or Favorites.

Note: If OLDC does not open after clicking the OLDC button, you may have a pop-up blocker on your computer. Hold down the Control button from your keyboard and then click the OLDC button. Continue holding Control until OLDC opens.

Help Resources

For technical support, contact the help desk by phone or e-mail. The help desk is available Monday – Friday, 8am – 6pm eastern time.

Phone: 1-866-577-0771

E-mail: app_support@acf.hhs.gov

To search Frequently Asked Questions, click **Help/FAQ** at the top of any OLDC screen. Search by using a keyword or phrase to get a selection of questions and associated answers.

From the OLDC “Home” page, click the **News and Tips** link to view or print Quick Sheets such as this one.

Definitions and notes are available for many items on each screen as well; click the label next to the box in question for brief, specific information.